

JOB DESCRIPTION

TITLE: Marketing and Communications Coordinator

HOURS: Full time, 37.5 hours per week

SALARY: £26,500 per annum

LOCATION: London, NW3 / hybrid

REPORTING TO: Director of Marketing and Sales

ANNUAL LEAVE: 28 days (including Bank Holidays) + Jewish Holidays that fall on working days

CONTRACT: Permanent

PURPOSE OF ROLE: This is an exciting role in the JW3 Marketing team, working closely with the Director of Marketing & Sales, and enabling the team to work effectively by ensuring that procedures in place are fit for purpose and user-friendly. This role will also work to increase the reach of JW3 marketing activities.

RESPONSIBILITIES

- Taking responsibility for the processes and systems in place to help deliver the work of the Marketing & Sales team; troubleshooting, streamlining and embedding these as needed
- Maintaining and updating financial records for the team, including assigning invoices to project budgets and credit card receipts
- Working with the team, designers and printers to order print and ensure it is distributed within and outside of the building as appropriate
- Working with PR agency to facilitate press opportunities and collate press cuttings across all media
- Working with the Marketing Campaign Coordinator to ensure website content is kept up to date
- Coordinate seasonal event uploads and brochure production with the marketing team, programming team and external suppliers
- Ensure in building marketing collateral is up-to-date, including poster sites and digital screens
- Working with Visitor Services/Front of House team to facilitate group bookings with schools and community organisations for all events, especially the annual pantomime
- Working with the Marketing Campaign Coordinator and Insights Coordinator, set up and make changes to events in Spektrix and on the website
- Ensuring adherence to JW3's brand articulation within scope of own role
- Protect and enhance the reputation of JW3, representing the organisation in an appropriate and professional manner to stakeholders, acting as an advocate for the work of JW3.
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team.

This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.

PERSON SPECIFICATION

Essential Skills and Experience

- Experience of troubleshooting and creatively resolving issues related to processes and systems
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Ability to interact confidently and build relationships with a wide range of stakeholders at all levels.
- Highly organised with efficient management of time and responsibilities, including working to tight deadlines
- Strong attention to detail
- Proactive and solution-focused, with an ability to anticipate and resolve issues that arise
- High level of IT proficiency, and ability to use image editing tools for web and social, such as Photoshop, Canva etc.
- Willing and able to work flexibly to meet the needs of the team and organisation
- Friendly and approachable, with an ability work collaboratively and effectively with others
- Excellent written and verbal communication skills, including strong copy-writing skills

Desirable

- Experience of working in a similar (administrative) role within a Marketing team
- Experience using Spektrix and Artifax software
- A personal interest in the arts, culture and/or Jewish community
- Experience writing and sending press releases

Personal Qualities

- Demonstrates a commitment to furthering JW3's vision and mission
- Is approachable and able to engage positively with others, building and maintaining strong working relationships

BENEFITS

We offer a wide range of perks and benefits for staff. These are outlined below.

- Free breakfast in the staff kitchen
- 1 free monthly staff lunch
- 1 free tea or coffee a day in our café
- 20% discount in the café
- Season ticket loan
- Employee Assistance Programme delivered via confidential third-party provider (YuLife) + enhanced features:
 - Wellbeing Hub with access to mental health support and counselling and a 24/7 GP service
 - range of benefits, rewards and discounts redeemable through YuCoins that staff accumulate through the YuLife app by doing simple things like getting their steps in or doing a quick meditation exercise!
 - Group life insurance (x2 annual salary)
- 1 free class/course per year (languages, history, current affairs, literature, etc.)
- Refer a Friend Scheme – £150 referral bonus once new starter completes probation

- Discounted and free tickets to events and cinema (free subject to availability, i.e. where there are spaces left)
- Annual leave 28 days incl. BHs full time entitlement (pro rata for part time) + Jewish festivals that fall on your working days
- Cycle to work scheme
- Investment in staff learning and development
- Incremental annual leave entitlement to recognise length of service
- A day off on your birthday
- A day off for volunteering